

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ATTORNEY: CONTRACT MONITOR

Date: Feb. 5, 2003

Position Level: 13

FLSA Status: Exempt

Class Code: 13-13

GENERAL DESCRIPTION

Monitor all County contracts for satisfactory compliance with terms and expiration dates. Coordinate with staff in each department for initiation, enforcement, termination, and renewal of contracts. Develop & maintain standardized forms for use throughout County departments; develop & maintain database for monitoring purposes. Coordinate contents of RFP/RFD/RFB's for consistency and legal applicability.

KEY RESPONSIBILITIES

1. *Review all contracts, assist with Risk Management insurance clauses, negotiate, waive, modify insurance risk assessments.
2. *Monitor compliance with terms of all County contracts, and when necessary, advise division director, County Attorney, and County Administrator of problems and issues associated with contracts.
3. *Coordinate with Finance department and appropriate staff to determine compliance with contracts.
4. *Develop and maintain monitoring database detailing dates, contracts, and details checked.
5. *Monitor expiration dates of all County contracts, and advise appropriate staff when it is necessary to initiate renewals or RFP/RFQ/RFB to replace a contract not eligible for renewal.
6. *Develop, continuously update, and improve standardized contract and bidding forms.
7. Analyze and revise, when necessary, procedures for routing and review of contracts before they are placed on BOCC agenda.
8. *Verify that all department heads have completed reviews prior to contract being placed on agenda for approval.
9. Coordinate with staff to ensure that contracts are promptly executed and delivered to contractors.
10. *Review standardized contracts proposed by vendors and work to revise to protect County's interests.
11. Participate in staff training sessions on contract-related matters.
12. Other duties as assigned.

*Indicates an essential job function

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASSISTANT COUNTY ATTORNEY: CONTRACT MONITOR	Class Code: 1009	Position Level: 13
---	-------------------------	---------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	3-5 years prior related work experience in areas of contract administration or litigation.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within the department. Formally plan, assigns, directs and coordinates the work of these functions. Responsible for making recommendations to all divisions regarding contracting procedures, resolution of difficulties with contractors and coordination of contract activities.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain.
<i>On Call Requirements:</i>	
<i>Other:</i>	Maintain membership in good standing with, The Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: <u>John D. Calloway</u>	Date: <u>07-13-05</u>
<i>County Administrator:</i>		
Name: _____	Signature: <u>R. J.</u>	Date: <u>7/21/05</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____